



CAREER OPPORTUNITY

UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE

Texas Northern

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| POSITION TITLE: | Assistant Deputy Chief U.S. Probation Officer (Post-Conviction) |
| GRADE: | CL 31 |
| ANNOUNCEMENT NUMBER: | 26-18 |
| LOCATION: | Dallas |
| OPEN DATE: | 06/12/2026 |
| CLOSING DATE: | 07/8/2026 |
| STARTING SALARY: | \$128,645 - \$197,200 (Table DFW) (commensurate with experience) |

DISTRICT MISSION STATEMENT

We value each individual and their potential to change. As effective agents of that change, we provide excellent service to our clients and the courts, creating a safer community through the fair administration of justice. Our guiding principles are Dedication, Empowerment, Idealism, and Integrity.

DISTRICT SUMMARY

The United States Probation & Pretrial Services Office for the Northern District of Texas is a learning organization. We encourage each other to use our strengths to explore opportunities for meaningful personal, professional, and organizational growth. We expect, and support, team members to continue developing throughout their careers. We recognize that individuals have varying talents and passions, and we seek to match roles, responsibilities, and opportunities to individual strengths, while still meeting the mission of the organization. We believe that leadership is a shared responsibility of all team members, and we expect team members at all levels of the organization to lead from where they stand. We encourage creativity and ingenuity in problem solving.

This district is geographically one of the largest in the United States. We serve a one hundred-county area, bordering the states of Oklahoma and New Mexico. These counties also extend to approximately ninety miles from the Mexico border. Our headquarters office is in Dallas in the Earle Cabell Federal Building. We also have offices located in the federal courthouses in Fort Worth, Wichita Falls, Abilene, San Angelo, Lubbock, and Amarillo. Texas is among the most tax-friendly states in the U.S. with residents enjoying no state income tax.

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POSITION OVERVIEW

The Assistant Deputy Chief will work directly with supervisors as a coach and mentor with the goal of achieving a high level of communication and trust district-wide through collaboration among all leaders. The focus will be on Strengths-Based Leadership, evidence-based practices, modeling our district's Vision and Mission Statements and Guiding Principles as well as our national Charter for Excellence and Code of Conduct. The Assistant Deputy Chief will also work closely with the Chief, Deputy Chief, and other Assistant Deputy Chiefs, to facilitate communication and empowerment at all levels within the organization. The incumbent will be required to travel to divisional offices throughout the district. This position will report to the Deputy Chief. In addition to other duties, the Assistant Deputy Chief will work in conjunction with a second Assistant Deputy Chief for the overall administration and management of the post-conviction division.

Job responsibilities include, but are not limited to:

- Directing a major program segment(s) of the total organization, and assuring time, performance, and quality measures are met.
- Working collaboratively with other members of Texas Northern, other U.S. Probation & Pretrial Services Offices, national agencies, etc.
- Matching required resources to organizational needs to adequately support program responsibilities.
- Managing, developing, and mentoring supervisors, including, but not limited to, establishing standards, evaluating performance, and conducting quality control reviews of their work products, along with providing consistent and ongoing feedback.
- Reviewing monthly and quarterly reports to identify problems, trends, and other issues. Analyzing data collected to solve problems, which may include creating or modifying policies, procedures, and practices. May recommend discontinuation of administrative or operational procedures, if it is in the best interests of the court and agency operations.
- Maintaining equity among units in terms of performance standards, rating techniques of employees, workload, and work performed.
- Completing periodic status reports within the required time frames. Reviewing and approving financial reports, including agency expenditures. Ensuring that statutes, regulations, and guidelines pertaining to federal offenders are applied and adhered to. Ensuring that supervisors understand federal and Administrative Office policies and procedures.
- Recommending proposed changes to enhance the overall capability/productivity of the organization.
- Exhibiting and modeling commitment to streamlining processes and practices without compromising the integrity of the services we perform.
- Supporting and assisting in the implementation of evidence-based practices i.e., STARR, MRT, Motivational Interviewing, etc.
- Using statistical reports to monitor the management of cases and take appropriate action. Serving as liaison between staff and the court or related agencies, as applicable. Communicating and responding to requests from upper management regarding divisional operations, keeping them

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well-informed. Ensuring employees receive process, policy, and procedural systems training, including initial, updated, or remedial training. Ensuring supervisory coverage through effective delegation of authority.

- Assisting other senior managers and the unit executive with making operating decisions, including allocating resources, and strategies, identifying training needs and conducting staff training, and initiating new programs. Meeting with other senior management and executives to review budget allocations, supervision issues, and policy developments.
- Capably handling complex personnel matters in consultation with the Deputy Chief and/or Human Resources as required.
- Facilitating, mediating, and negotiating complex and sensitive matters with judges, managers, unit executives, and staff, as well as providing technical guidance to the court, other judicial personnel, managers, and line officers regarding services to the court, offender's services, and administrative services.
- Recognizing each supervisor's individual strengths and encouraging supervisors to develop professionally through utilization of those strengths.
- Working with and coaching supervisors individually, and as a team, to achieve excellence within each office and across the district.
- Reviewing and editing written work (including case plans, correspondence, and reports that are submitted to the court), ensuring that recommendations made by supervisors or officers to the court adhere to local and national policy and guidelines. Developing short-term and long-range workforce plans. Ensuring adequate coverage for office activities, court appearances, etc. Conducting audits and reviews of case work. Analyzing management reports for efficient distribution of work. Establishing schedules and deadlines for completion of work.
- Fostering teamwork and collaboration among supervisors to achieve common goals across Texas Northern.
- Participating in district and national initiatives and projects to continually improve our effectiveness in serving our stakeholders and encouraging such participation by other team members.
- Assisting in establishing and maintaining cooperative relationships with other U.S. Probation Offices to ensure all requests for assistance from other districts are met promptly and effectively.
- May be required to be on-call after hours.
- Performing related duties as required by the Chief Probation Officer and the court.

MINIMUM POSITION REQUIREMENTS

Applicants must possess a thorough knowledge of national and statutory policies, procedures, and administrative practices specific to the investigation and supervision of federal persons under supervision. The ideal applicant will have experience and/or knowledge in all three disciplines performed within the district, including, pretrial, presentence, and post-conviction supervision. To qualify for this position the applicant must have demonstrated the ability to:

- Utilize evidence-based principles in making decisions and leading others.
- Build and maintain effective working relationships.

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- Communicate effectively and foster information sharing.
- Successfully manage and implement policy and procedural changes.
- Handle confidential matters with discretion.
- Develop and execute short-term and long-term goals.
- Think analytically and strategically with the big picture in mind.
- Use creativity and innovation to support and improve work processes.
- Complete and/or manage work, programs, and projects.
- Lead with maturity and passion.
- Manage time and resources effectively.
- Embrace and effectively use available technology.
- Be visionary.
- Value continuous professional development.

QUALIFICATIONS

To qualify for this position, an applicant must have a minimum of three years of experience as a Supervising U.S. Probation or Pretrial Services Officer at a CL-30. Experience as a United States Probation Officer in all three disciplines; an advanced educational degree; and leadership or management training are preferred qualifications for this position.

HOW TO APPLY

Applicants who meet the minimum position and classification requirements should:

1. Submit a letter of interest (four-page limit) which describes your reason for pursuing this position and a detailed narrative of your management philosophy, specific qualifications, and relevant experience in post-conviction.
2. Submit a resume (two-page limit) citing professional experience and educational background.
3. Submit the two most recent performance evaluations.
4. Submit a completed application ([Federal Judicial Branch Application for Employment, AO78](#)). **If the AO 78 application is not current (5/24 revision in the upper left corner), the application for this opportunity will be rejected.** Please note the additional documents related to military service that may be required to complete the process (listed on page one of the application).
5. Qualified applicants should upload their documents using our HR Employment Application System located here:

[Assistant Deputy Chief U.S. Probation Officer](#)

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ADDITIONAL INFORMATION

Prior to the interview, each applicant will be provided a question and given time to review it. The applicant will be allowed to take notes while reviewing the question. They will then be required to answer that question during their scheduled interview.

Due to the high number of applications expected to be received, only those applicants who are selected for an interview will be contacted.

This position is currently located in the post-conviction discipline. However, the future assignment of this position will be dictated by the needs of the agency.

Interviews are tentatively scheduled for the week of July 20th.

BENEFITS

Employees of the U.S. Probation and Pretrial Services Office are eligible to receive benefits which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan from several options, life insurance, optional long term care coverage and long term disability coverage, optional vision insurance and dental insurance, annual and sick leave, paid parental leave, a pre-tax reimbursement program, federal holidays, and Electronic Funds Transfer for payment of net pay.

DISCLOSURES

- U.S. Probation reserves the right to modify the conditions of this job announcement, extend the screening process, withdraw, or re-advertise the announcement, or fill the position sooner than the closing date without prior notice.
- U.S. Probation reserves the right to fill multiple positions from this announcement.
- Applications will be accepted from U.S. Citizens and Non-Citizens as allowed by appropriations and statute.
- U.S. Probation requires employees to adhere to a Code of Ethics and Conduct for Judicial Employees.
- The final candidate(s) will be subject to a record check with law enforcement agencies and credit bureaus.
- As a condition of employment, the incumbent will be subject to a 10-year scope background investigation every five years.
- Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Applicants who are invited to interview may advise the Human Resources Office if an accommodation is necessary.
- Employees are appointed to excepted service and serve at the pleasure of the Court.

Questions regarding this announcement may be directed to hr@txnp.uscourts.gov.

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